

# Ming Chuan University Guidelines for Follow-up Consultation on Faculty Teaching

Passed at the Academic Affairs Committee Meeting on October 23, 2008

Revised and passed at the Academic Affairs Committee Meeting on June 3, 2010

Revised and passed at the Academic Affairs Committee Meeting on May 14, 2020

1. Ming Chuan University (hereinafter referred to as the University) established these guidelines to assist faculty members to improve their teaching results and enhance their teaching quality in accordance with Article 3 of Ming Chuan University Faculty Teaching Consultation Procedures (hereinafter referred to as the enabling regulation).
2. The period of the implementation is one academic year. Faculty members with the conditions in Article 2 of the enabling regulation need to receive the consultation.
3. The relevant units (Academic Affairs Division and Research and Development Division) must submit the roster of those faculty members requiring consultation to the responsible academic unit. The responsible academic unit must follow up the teaching status of these faculty members receiving consultation by interviewing the faculty members to discover the reason(s) for ineffective teaching results. In this way, the responsible academic unit prevents non-objective factors from affecting the Faculty Evaluation results; moreover, also provides effective consultation directions to the faculty consultants.
4. The academic unit of the faculty member receiving consultation is responsible for supervising and may arrange a faculty consultant among full-time faculty members with one of the following qualifications to assist with consultation matters as necessary:
  - (1) Excellent faculty members who are identified by their academic units
  - (2) Faculty members who have received an Innovative Teaching, Superior Teaching or Outstanding Teacher Award at Ming Chuan University
  - (3) Faculty members who have excellent rating on the Teaching Evaluation Score Form or Faculty Evaluation
  - (4) Faculty members who have excellent professional development or the special knowledge of related curricula and instruction
  - (5) Or, a special team will be convened for consultation in accordance with the case.

5. The items of promoting faculty member's professional growth are as following:
  - (1) Faculty member who receives the consultation should be guided by the faculty consultant(s) to write a consultation project, complete the initial evaluation and establish a database of self-assessment.
  - (2) The consultants can request support from the Teaching and Learning Resources Center for designing the teaching materials, strategies or skills during the consultation period.
  - (3) Faculty members receiving consultation must participate in at least one teaching demonstration and one teaching counseling workshop during the consultation period.
  - (4) Faculty members receiving consultation should receive student feedback evaluation and peer review during the consultation period.
  - (5) Faculty consultant(s) must assist the faculty member who receives the consultation to write a Teaching Refinement Implementation Project Achievement Report. This report will be the basis for determining the consultation outcome and will be submitted to the responsible academic unit and the Academic Affairs Division for follow up.
  - (6) The academic unit must convene a Teaching Evaluation Meeting before the end of the consultation project, and evaluate the consultation outcome of the faculty member who received consultation to make the decision of Continue Consultation, Pass or Fail.
  - (7) The academic unit must compile the results of the Teaching Evaluation with official documents for the Academic Affairs Division, and report to the president and other relevant units.
6. Faculty members who do not receive consultation during the consultation period due to sabbatical leave; overseas research, studying or lecturing; leave without pay or other reasons should start to receive the consultation in the semester when the faculty member returns to the University.
7. During the consultation period, the faculty receiving the consultation may not teach extra hours. If the faculty member has to teach extra hours due to special circumstances, an information petition stating the reason must be filed for the president's approval.

8. Faculty members who fail the teaching consultation for two consecutive years will have their cases sent to University Faculty Hiring and Promotion Committee to discuss matters related to the renewal of the employment contract.
9. Upon being passed at the Academic Affairs Committee Meeting and approved by the president, these guidelines were implemented. Any revision must follow the same procedure.

*\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*\**